

JABA SAHA

Bogura Sadar, Bogura, Bangladesh

☎ 01862-318443 | ✉ sahajaba256@gmail.com



CAREER OBJECTIVE

Accounting graduate with practical NGO experience seeking the **Junior Accountant** position to support financial operations, reporting, and compliance. Committed to accuracy, transparency, and supporting development and women's empowerment programs.

PROFESSIONAL SUMMARY

Detail-oriented and motivated accounting professional with hands-on experience in financial documentation, bookkeeping, voucher preparation, and audit support within an NGO environment. Skilled in maintaining accurate records, supporting financial reporting, and ensuring compliance with organizational policies.

PROFESSIONAL EXPERIENCE

Account Officer

SKS Foundation, Bangladesh

Apr 2022 – July 2022

Key Responsibilities

- Maintained daily financial transactions, vouchers, and cash/bank records
 - Assisted in preparation of financial statements and reports
 - Maintained financial documents, files, and supporting records
 - Performed data entry and record keeping using MS Excel
 - Supported audit preparation and compliance activities
 - Ensured accuracy and timely submission of financial information
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EDUCATION

Master of Business Administration (MBA) – Accounting

National University, Bangladesh

Govt. Azizul Haque College, Bogura

2018 | CGPA: 2.59 / 4.00

Bachelor of Business Administration (BBA Hon's) – Accounting

National University, Bangladesh

Govt. Shah Sultan College, Bogura

2017 | CGPA: 2.80 / 4.00

CORE COMPETENCIES

Accounting & Finance Skills

- Basic Accounting & Bookkeeping
- Financial Reporting Support
- Voucher Preparation & Verification
- Documentation & Record Keeping
- Audit Support & Compliance
- Data Entry & Financial File Management

Computer Skills

- Microsoft Excel
- Microsoft Word
- Microsoft Access
- Windows Operating System

Soft Skills

- Communication & Interpersonal Skills
- Teamwork & Collaboration
- Time Management
- Attention to Detail
- Adaptability & Quick Learning

Present & Permanent Address:

Vill: Katnar Para, P.O: Bogura-5800

P.S: Bogura Sadar, District: Bogura

REFERENCES

Zinnatul Islam PK

Associate Professor

Govt. Azizul Haque College, Bogura

Mobile: 01712-215089

Ashish Kumar Chowdhury

Branch Account Officer, BRAC (Kaitail Bazar Branch, Netrokona)

Mobile: 01335-160161

DECLARATION

I hereby declare that all information provided in this resume is true and correct to the best of my knowledge.

